



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2017-0572

**TO:** Mayor and City Council Members

**FROM:** Pamela Gordon, Human Resources Director  
Sean Canto, Chief of Fire and Emergency Services

**DATE:** December 11, 2017

**SUBJECT:** Increase to Blanket Purchase Order for Occupational Medicine Services

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**REQUEST:**

City Council is requested to authorize and increase to the blanket purchase order for Occupational Medicine Services to Ascension Crittenton Hospital, Rochester, MI in the amount of \$34,000.00 for a new not-to-exceed amount of \$59,000.00 through December 31, 2017.

**REASON FOR PURCHASE:**

In 2015, the City issued Request for Proposals for Occupation Medicine Services and received three (3) proposal responses. An evaluation committee made up of staff from the City's Human Resources Department and the Fire Department evaluated the proposal responses received. Ascension Crittenton Hospital was selected based on the services and hours they provide, proximity to City buildings and overall lowest cost proposal. The contract term called for a one (1) year contract with four (4) one year renewal options.

The reason for the requested increase is due to the recent approval of the collective bargaining agreement for Local 3472 which requires annual physicals for all members of the bargaining unit.

**PROCESS:**

**Vendor Name and Address:**

Ascension Crittenton Hospital  
1101 W. University Drive  
Rochester, MI 48307

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funds are included in the 2017 Adopted Budget.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
General Fund	233.801002	Prof. Serv. Medical	\$25,000	\$25,000	\$0
Fire Fund	339.801002	Prof. Serv. Medical	\$70,000	\$34,000	\$36,000
		<b>TOTAL</b>	<b>\$95,000</b>	<b>\$59,000</b>	<b>\$36,000</b>

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for Occupational Medicine Services to Ascension Crittenton Hospital, Rochester, MI in the amount of \$34,000.00 for a new not-to-exceed amount of \$59,000.00 through December 31, 2017.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		